KING COUNTY

IT PROJECT MANAGER II
DEPARTMENT OF EXECUTIVE SERVICES
INFORMATION AND TELECOMMUNICATIONS SERVICES DIVISION
Annual Salary Range: $74,843 – $94,869
Job Announcement: 05CY5060
OPEN: 3/28/05   CLOSE: 4/8/05

WHO MAY APPLY: This position is open to the general public. This is a fully benefited (medical, dental, and retirement) term-limited temporary position that is expected to end by October 1, 2006.

WHERE TO APPLY: Required application materials can be mailed or faxed to: **Christine Ynzunza, 700 Fifth Avenue, Suite 2300, Seattle, WA 98104, Fax 206-263-4834.** Email applications are encouraged at HRITS@metrokc.gov (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)
PLEASE NOTE: Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED:
- A King County application form. Application forms may be found at http://www.metrokc.gov/ohrm/jobs/JobApplications.htm
- Resume – documents submitted via email must be in WORD format
- Letter of interest detailing your background and describing how you meet or exceed the requirements

WORK LOCATION: 700 Fifth Ave., Seattle Municipal Tower, Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday 8 a.m. to 5 p.m.

POSITION PURPOSE: This position will be responsible for managing the King County Equipment Replacement Project. This position is responsible for: project planning, creating/managing schedules, team building, managing resources, reviewing deliverables, and scope/issue/risk/quality management, change control, etc. This position will utilize their expertise in best practices of project management and, LAN, WAN and Metropolitan infrastructure to measure deliverables and outcome.

PRIMARY JOB DUTIES INCLUDE:
- Provide consultation to group/section managers on critical project management issues; assess costs, risks and impacts of information technology scheduling and implementation strategies and approaches; coordinate cross-organizational efforts.
- Establish measures of success, acceptance criteria, and methods to track, control and report status.
- Manage and control day-to-day project activities, issues, risks, quality, and budget for project team.
- Monitor and document projects processes and procedures; technical documentation; and maintain project inventory.
- Accountable for the success and performance of the project team.
- Interface with the project customers and maintain effective working relationships with functional areas outside of the ITS division.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE http://www.metrokc.gov/ohrm/psd/openings.html Website Address (206)-296-8535 TTY

- Communicate with vendors to ensure their deliverables are completed on time and within budget.
- Manage/Deliver internal project deliverable on time and within budget.
- Escalate issues as needed to IT Management and the Steering Committee.
- Other duties as assigned.

QUALIFICATIONS:
- Excellent information technology project management skills and the ability to manage multiple tasks with changing priorities in a cross-functional environment.
- Excellent organizational, coordination, interpersonal and team building skills.
- Must poses strong process and gap analysis skills translating into action plans.
- Excellent communication (oral/written) skills with respect to team members, peers, and management.
- Self-motivated with highly developed analytical and problem solving skills.
- The ability to work effectively under very broad direction with minimal supervision.
- Ability to make positive impression on senior management and others when selling ideas.
- Broad domain knowledge in the information technology area including Wide Area, Local Area and Metropolitan Area Wide Area, Local Area and Metropolitan; security infrastructure, change management process; monitoring and management network tools; network architecture and expertise in developing technical documentation for internal and external use.
- Proficient in MS Word, Excel, Outlook, Power Point, Project, Visio, etc.
- Knowledge of HP Openview, Cisco, eHealth, UnityOne, and other tools used to support, monitor and/or deploy a WAN, LAN and/or MAN environment.
- Proficient in applying technology to produce integrated solutions that meet business needs.

DESIRED QUALIFICATIONS:
- Project Manage Professional certification.

SELECTION PROCESS: Applications will be screened for qualifications, clarity, and completeness. Applicants who are competitive may be invited to participate in an interview.

UNION REPRESENTATION: This position is represented by the International Federation of Professional and Technical Engineers Local 17 Information Technology bargaining unit.

CLASS CODE: 736402